



Nashville MTA Board Meeting

Tennessee Bankers Association

211 Athens Way | Nashville, TN 37228

March 24, 2022 | 2:30 p.m.

Board Members:

Gail Carr Williams, Chair
Jessica Dauphin
Mary Griffin

Janet Miller, Vice Chair
Walter Searcy

1. Call to Order
2. Roll Call
3. Approval of the February 24, 2022 MTA Board Minutes
4. Public Comments
5. **Operations & Finance Committee – Walter Searcy, Chair**
 - Monthly Financial Report Compared to Budget – Ed Oliphant, Chief Financial Officer **OF-D-22-009 P. 6**
 - External Audit Services – Ed Oliphant, Chief Financial Officer **M-A-22-003 P. 9**
 - Acquisition of Standard 40' Transit Coaches – Rita Roberts-Turner, Chief Administrative Officer and Carl Rokos, Director of Maintenance **M-A-22-004 P. 10**
 - Monthly Operating Statistics – Andy Burke, Chief Operating Officer **OF-D-22-010 P. 12**
 - Upcoming Procurement Projects List **P. 17**
6. **New Initiatives & Community Engagement Committee – Janet Miller, Chair**
 - Clarksville Pike Greater St. John MBC Ground Lease – Rita Roberts-Turner, Chief Administrative Officer **M-A-22-005 P. 19**
 - Improving Bus Stops with Development – Justin Cole, Sr. Transit Planner **NICE-D-22-014 P. 21**
7. **CEO's Report – Stephen G. Bland, CEO (Mr. Bland will be unable to attend but will provide an update to Chair Gail Carr Williams for her report).**
8. **Chair's Report – Gail Carr Williams, Chair**
9. **Other Business**
10. **Adjournment**

NASHVILLE METROPOLITAN TRANSIT AUTHORITY
Board of Directors Meeting

February 24, 2022

- I. **Call to Order:** The regular meeting of the Nashville Metropolitan Transit Authority (Nashville MTA) Board of Directors was held at the Tennessee Bankers Association, located at 211 Athens Way, Ste. 100, Nashville, TN 37228 on Thursday, February 24, 2022.
- II. **Roll Call of Persons Present:** Gail Carr Williams, Chair; Janet Miller, Vice-Chair, Walter Searcy, Member; Jessica Dauphin, Member; Margaret Behm, Board Secretary; Chief Executive Officer Steve Bland; Chief Administrative Officer Rita Roberts-Turner; Chief Financial Officer Ed Oliphant; Chief Operating Officer Andy Burke; Chief Development Officer Trey Walker; Deputy Chief Operating Officer-Operations Systems Dan Freudberg; Director of Marketing & Communications Renuka Christoph; Director of System Safety & Risk Management Nicholas Oldham; Sr. Transit Planner Justin Cole; Director of Planning & Grants Felix Castrodad; and Sr. Executive Assistant & Board Liaison Monica Howse.

A quorum was established, and Chair Gail Carr Williams called the meeting to order at 2:32 p.m.

- III. **Approval of Minutes:** Walter Searcy made a motion to approve the January 27, 2022 MTA Board minutes; the motion was seconded by Vice-Chair Janet Miller, and unanimously approved by the Board.
- IV. **Public Comments:** Chair Gail Carr Williams opened the floor for public comments. The public was reminded that comments were limited to three minutes. The following members of the public had these comments:

Darius Knight

Mr. Darius Knight's comments reflected several ongoing concerns over the condition of many of the older buses he has ridden.

- V. **Operations & Finance Committee Report:** Committee Chair Walter Searcy introduced the following items for discussion and action:
- a. **Monthly Financial Report Compared to Budget (OF-D-22-006):** Chief Financial Officer Ed Oliphant reported and reflected on the statement of operations for December 2021 compared to the budget and a balance sheet as of December 31, 2021.
- Vice-Chair Miller asked CFO Ed Oliphant to talk briefly about fuel costs. CFO Oliphant said fuel costs are going up, but we're still in a good position in the current fiscal year because of our existing hedge program which locks in significant percentages of our fuel volumes at lower prices. However, the current fuel hedging contracts will expire in June 2022 and next year's forecast is that this line item will increase by approximately \$2.5 million.
- There was no further discussion at this time.
- b. **Monthly Operating Statistics (OF-D-22-007):** Chief Operating Officer Andy Burke reported and reflected on the monthly operating statistics report through December 2021. There was no further discussion at this time.
- There was no further discussion at this time.
- c. **Quarterly Route Performance (OF-D-22-008):** Deputy COO-OP Systems Dan Freudberg provided an update on the Quarterly Route Performance for the months of October through December 2021.

Vice-Chair Janet Miller asked Deputy COO-OP Systems Dan Freudberg to expound further on the passengers per hour category being marked mostly as underperforming. Dan said that we set a pre-pandemic goal of 12 passengers per hour as productivity indicators and the current

underperformance reflects lower ridership post-pandemic. As ridership returns, it would be appropriate to revisit these goals with interim targets.

There was no further discussion at this time.

VI. New Initiative & Community Engagement Committee Report: Vice-Chair Janet Miller introduced the following items for discussion:

a. Spring 2022 Service Changes & Title VI Analysis (M-A-22-002): Director of Planning and Grants Felix Castrodad presented the following:

At the January 27, 2022 MTA Board meeting, staff presented to the Board an overview of the proposed service changes for Spring 2022. The changes were approved in July 2021 for a phased implementation during Fall 2021 and Spring 2022 due to constraints in the workforce and equipment availability. Last fall changes focused on extending span on frequent network routes and restoring frequency on major corridor routes based on ridership trends. Spring changes expand improvements including restoring frequencies on local routes, additional weekday frequencies during peak times of the day, and evenings and nights.

Overall, the changes contribute to restoring service to 100% pre-pandemic levels considering Metro's reinstatement of MTA's operating budget for FY 22 and advance an initial phase of the Better Bus plan by taking advantage of the apportionment of the federal American Rescue Plan (ARP) Act funds. Service expansion as part of Better Bus represents approximately 35,500 additional service hours or a 7% increase in service.

Effective implementation of the changes is subject to the availability of operators and vehicle equipment. The staff has been making progress on that front and an update on the status of those is included on this item. Additionally, since the approval of Fall 2021 and Spring 2022 last year, staff identified some additional improvements for implementation in the spring. Those improvements have been included here for the Board's consideration along with equity analysis. The specifics of the additional changes were outlined further under the Service Change Recommendations section.

The outline provided information in the following areas:

- Operator & Fleet Availability
 - Public Outreach Process
 - Service Changes Recommendations
 - Service Change Equity Analysis
- Director of Planning & Grants Felix Castrodad availed himself of questions and there were no questions at this time.

The NICE Committee recommended the Board to approve this action item. There was no further discussion and the vote of approval was unanimous by the Board.

b. Bus Stop Signage Redesign Update (NICE-D-22-010): Sr. Transit Planner Justin Cole presented an overview of a project update including a summary of customer & operator engagement, revisions to sign designs, and process/timeline for replacement of all 1,500 bus stops across the system.

Board Member Jessica Dauphin asked if there had been any thoughts to the signs being double-sided? Sr. Transit Planner Justin Cole said that it could be done, but would add significant expense to the project. The primary purpose of the decaling on the back of the sign is to make clear that the sign is a bus stop for people approaching from the opposite direction, and that full sign information would be available on the flip side.

Mr. Cole reported that the replacement program would begin in the spring with a priority placed on routes and stops affected by the spring service changes; and that the overall replacement program would extend into 2023.

- c. **Marketing Plan Update (NICE-D-22-011)**: Director of Marketing, Communication, and Sales Renuka Christoph provided an update on the Marketing Plan. She engaged with the Board for their input on marketing goals as well as SWOT analysis to support the development of future iterations of the FY2022-23 Marketing and Communications Plan.

Each of the Board members offered the following suggestions:

- Consider revising one of your goals from “Promote Image” to “Promote the Brand”
- Try to tie all three of your goals with all of your projects
- Make sure that the messaging is consistent
- Take care of our existing riders and customers
- Consider outsourcing/external partners for advertisement
- Develop strategic partnerships and use celebrities for social media advertisements, etc.
- Strengths:
 - Service enhancements (higher frequency routes and longer service hours)
 - Press coverage and media are outstanding
- Threats:
 - Work from home
 - Funding

- d. **Access Improvement Study & Technology Assessment (NICE-D-22-012)**: Deputy COO-OP Systems Dan Freudberg and members of the project team for KFH Group, Inc. provided a project update during the Board Meeting. The update included a review of key findings from the Benchmark Analysis and Review and the Policy Review.

Deputy COO-OP Systems Dan Freudberg availed himself for questions and there were no questions at this time.

- e. **FY2023 Budget Submission to Metro (NICE D-22-013)**: Staff referred to the FY2022-23 Operating Budget Submission to Metro Finance which was included in the distributed Board packets. There were no questions or further discussion at this time.

VII. CEO’s Report: CEO Steve Bland reported the following:

1. Like the rest of the country, we continue to see a downturn in COVID cases in our workforce. As of early this week, we only had 3 employees off for COVID, down from the 25 – 30 range earlier in 2022. Let’s hope this trend continues quickly to zero.
2. Work on our transit center projects continues at a steady pace, with Hillsboro moving nearer to completion and North Nashville in the final design stages, to issue construction documents for bid in the next 2 months. Hopefully, you all received your invitation to the formal ribbon cutting at Hillsboro, scheduled for March 31 at 11 am. Please let us know if you can attend. We are also continuing early development work on a future regional transit center at Hickory Hollow, having productive conversations with the property developer, Metro Planning, and related entities. Hannah Schaeffer on our Planning staff has completed and will soon be submitting documentation to the FTA for environmental review, and we plan to assemble a project application for the USDOT’s RAISE Grant program. RAISE is a highly competitive discretionary grant program included in the new Infrastructure bill. Although the odds are steep, we think this project checks the boxes for almost all of their selection criteria and, even if we’re not successful, the information we’re assembling will be valuable for future funding opportunities and project development.
3. As we mentioned, you received copies of our submissions to the Metro budget process for FY2022-23. We welcome any questions you might have. Our budget meeting with the Mayor’s Office and Metro Finance is scheduled for March 29.
4. We continue to be heavily involved with NDOT, the Mayor’s Office, and Metro Planning on advancing mobility plans associated with pending East Bank development. This process could present many generational opportunities to enhance overall mobility for the region, including the development of high-capacity transit corridors.

5. Operations and Development Staff continued to work with our consultants from HDR Engineering on an assessment of improvement options for the Nestor Bus Operating Facility. We have received some high-level programming options and will plan to develop a Board update in the coming months when we have a bit of a lull in the agenda. CEO Bland said that he didn't think that he'd be spoiling the surprise if he said that it would take a tremendous amount of money to either upgrade the existing facility to necessary future standards or to replace this facility.
6. Although the process is moving more slowly than we might have liked due to COVID and scheduling conflicts, Gail, Janet, Margaret and CEO Bland are continuing to work toward a Board/ Senior Staff workshop in the spring. Our workshop steering committee will be meeting as soon as we can find a convenient date for everyone, and we'll be targeting a date sometime in late Spring or Summer.
7. Along with other Metro infrastructure departments such as Parks, Water, and NDOT, CEO Bland participated in a joint meeting of the Metro Council Budget and Planning committees to discuss how we approach the development of our Capital Improvement Plans. Thanks to the intense process we're required to follow by the FTA for our Transit Asset Management Plans, and the refined process the Board has advanced in producing our annual capital improvement budget, our information was well received.
8. In a recent meeting, CFO Ed Oliphant walked through our recent "true-up" of the pilot WeGo Ride program with Vanderbilt. He reported that, due to the onset of the pandemic almost simultaneous with the start of the new program model, Vanderbilt has been paying a significantly higher price per actual ride under the new model than would have been the case under the old system. As this was never the intent, we have had productive discussions with them on how to address this issue moving forward, including the possible development of experimental "route guarantee" payments coming from overpayment to experiment with new service models.
9. Speaking of Vanderbilt, we have the pleasure of hosting Crystal Cheng this semester as an intern. Crystal is a civil engineering major with an interest in mass transit, who has also interned at her "closer to home" transit agency, the MTA of Maryland. She is doing a lot of work with our Planning staff, but also "shadowed" CEO Bland for a day. He suspects that her main takeaway is that the title CEO sounds way more glamorous than it really is!
10. CEO Bland said that he had the opportunity to meet with Dr. Troy White this month, the still relatively new Executive Director for MDHA. Among many other topics, Dr. White agreed to have MDHA partner with us on the upcoming Murfreesboro Pike Corridor Study, particularly focusing on the area around the Sudekum Napier Housing Complex, and overall strategies to attract and retain affordable and workforce housing opportunities in the corridor as a transit project emerges.
11. On the RTA side:
 - a. CEO Bland said that he continues to participate in meetings of the Nashville Area MPO Project Delivery Task Force. The Task Force is made up of TDOT, several regional mayors, and GNRC staff examining ways to expedite project delivery in the region with Federal funds.
 - b. The RTA continues to receive the order of new over-the-road buses that will be deployed in Rutherford County corridor service by the MTA. We currently have 7 of the 10 buses on the property and they are being prepared for service. We expect to have the remaining 6 buses on the road by the end of March, in time for our Spring service expansion.
 - c. The steering committee for the South Corridor Study being undertaken by the Greater Nashville Regional Council met this past month. The study boundaries are from Downtown Nashville through Franklin, Spring Hill, and Columbia roughly paralleling the

I65 corridor. The study is nearing completion, with anticipated next steps including a meeting of members of the Steering Committee with TDOT Executive Leadership.

- d. Continuing the theme of the South Corridor, we are working with staff from the City of Franklin to identify sites for a new Park-and-Ride location in the City. With their help, we have identified several potentially viable sites and are currently advancing them through a screening process including property availability, safety and access, and environmental review.
- e. At the request of Montgomery County Mayor Jim Durrett, and the Clarksville-Montgomery Economic Development Corporation, Felix Castrodad, Katie Freudberg, and CEO will meet with local officials later to examine potential reverse commute opportunities to an industrial park that the IDC owns adjacent to I24, and near our Clarksville Park and Ride lot. This location has been extremely successful in attracting significant industrial investment, and the new and expanding employers are looking to expand their workforce attraction efforts.

12. Lastly, CEO Bland made the Board aware that he would miss the March Board meeting as he and his wife will celebrate their anniversary out of town that weekend.

VIII. **Chair's Report:** Chair Carr Williams recently participated with Mr. Bland and two other transit agency Board Chair/CEO teams for a Transit Board Member seminar conducted by the American Public Transit Association (APTA). She indicated that the good things said about CEO Bland and WeGo Public Transit in this national forum were rewarding. Chair Carr Williams also said she had the opportunity to honor Elizabeth Duff and her family on Transit Equity Day. She said that it was good to see how delighted and honored the family was. Last, but not least; she thanked everyone for being present and remaining safe.

IX. **Other Business:** There was no other business to come before the Board at this time.

X. **Adjournment:** With no further business, Chair Carr Williams called for a motion to adjourn the meeting, a proper motion was made and seconded and the meeting was adjourned at 4:04 p.m.

Attested:

Gail Carr Williams
Chair

Margaret L. Behm
Secretary

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

☐ Committee Discussion Item

☐ Committee Action Item

☒ Board Discussion Item

Item Number:	OF-D-22-009	Meeting Date:	03/24/2022
Item Title:	Monthly Financial Report Compared to Budget		

BACKGROUND:

Attached is a statement of operations for the month of January 2022 compared to the budget and a balance sheet as of January 31, 2022.

Actual Fare revenues continue to outperform budgeted amounts in November as ridership slowly returns. We had budgeted for fare revenues in FY2022 to recover to approximately 57% of pre-covid revenues compared to a COVID low of approximately 45% of pre-pandemic revenues. Through the first 7 months of this fiscal year, fare revenues are running approximately 77% when compared to pre-covid numbers through January 2020. While this does not necessarily mean we will maintain this return in ridership, it is a positive sign seeing this level of fare revenues through the first 7 months of the fiscal year.

We continue to see some progress in returning to a full revenue contract with Premier Parking which manages our parking garage at WeGo Central. You will recall that we entered into a rent abatement agreement due to COVID which was a 50/50 split of whatever parking revenues were collected. As of March, Premier is adjusting MTA's share to 75% of revenues collected and will be submitting a proposal with revenue benchmarks to establish the path to return to full contract which would currently be \$93,500 in monthly lease payments.

As of January 31, 2022, RTA owed Nashville MTA approximately \$248,000 for services provided to and from Rutherford County as well as management fees due. MTA also had accounts payable to RTA of approximately \$16,000 for fares collected as well as Easy Ride revenue sharing due.

There are no other anomalies to highlight this month.

CURRENT STATUS:

Chief Financial Officer Ed Oliphant will be available to answer questions at the committee meeting.

APPROVED:



Chief Financial Officer

March 18, 2022

Date

Metropolitan Transit Authority
Statement of Operations Compared to Budget
For the Period Ending January 31, 2022
UNAUDITED

	Actual Month	Month Budget	Month End Variance	F / U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F / U	Annual Budget
Revenue from Operations:										
Passenger Fares	\$438,680	\$318,490	\$120,190	F	\$2,018,487	\$3,376,157	\$2,336,430	\$1,039,727	F	\$4,049,030
Access Ride	57,127	40,180	16,947	F	290,007	398,870	289,630	109,240	F	513,250
Contract Revenues	210,324	222,665	(12,341)	U	934,850	1,380,962	1,658,620	(277,658)	U	3,081,550
Advertising	36,113	47,780	(11,667)	U	361,550	441,036	319,900	121,136	F	502,070
Other Non-Trans Revenue	37,499	110,415	(72,916)	U	146,647	725,435	769,795	(44,360)	U	1,336,065
Total Operating Revenue	779,743	739,530	40,213	F	3,751,541	6,322,460	5,374,375	948,085	F	9,481,965
Federal/State/Local Income:										
Local Assistance	7,000,000	5,000,000	2,000,000	F	27,315,700	47,500,000	39,250,000	8,250,000	F	51,835,900
State Assistance	5,170,200	5,098,610	71,590	F	5,098,600	5,170,200	5,098,610	71,590	F	5,098,610
Federal Assistance - CARES Act	26,524	0	26,524	F	24,609,390	271,137	0	271,137	F	3,618,135
Total Assistance Income	12,196,724	10,098,610	2,098,114	F	57,023,690	52,941,337	44,348,610	8,592,727	F	60,552,645
Capital Revenue:										
American Rescue Operating Reimbursement	0	0	0	F	0	0	0	0	F	23,303,190
Capital Operating Reimbursement	0	0	0	F	0	0	0	0	F	0
Capital ADA Reimbursement	0	0	0	F	0	0	0	0	F	0
Total Capital Income	0	0	0	F	0	0	0	0	F	23,303,190
Total Revenue	\$12,976,467	\$10,838,140	\$2,138,327	F	\$60,775,231	\$59,263,797	\$49,722,985	\$9,540,812	F	\$93,337,800
Expenses from Operations:										
Labor and Fringes	\$5,919,553	\$5,920,929	\$1,376	F	\$37,825,060	\$40,531,417	\$40,170,805	(\$360,612)	U	\$68,869,115
Services	928,967	935,685	6,718	F	5,268,756	5,891,312	6,387,510	496,198	F	11,129,395
Fuel	179,287	237,815	58,528	F	1,882,566	1,471,116	1,839,445	368,329	F	3,178,400
Parts, Materials and Supplies	434,837	442,150	7,313	F	3,041,574	2,842,133	3,378,960	536,827	F	5,832,870
Utilities	126,193	106,630	(19,563)	U	662,891	790,835	816,690	25,855	F	1,410,220
Casualty and Liability	184,125	193,480	9,355	F	1,301,453	1,278,704	1,371,250	92,546	F	2,318,600
Other	17,155	42,520	25,365	F	171,650	224,497	384,740	160,243	F	599,200
Total Operating Expenses	7,790,117	7,879,209	89,092	F	50,153,950	53,030,014	54,349,400	1,319,386	F	93,337,800
Surplus / (Deficit) before GASB 33	\$5,186,350	\$2,958,931	\$2,227,419	F	\$10,621,281	\$6,233,783	(\$4,626,415)	\$10,860,198	F	\$0
Capital Grant Revenue	865,056		865,056	F	17,290,404	3,418,900		3,418,900	F	
Capital Grant Revenue -CARES Act	65,920		65,920	F	41,397	173,668		173,668	F	
Rental income - MCC Amortization	49,167		49,167	F	344,169	344,169		344,169	F	
Gain/(Loss) on Sale of Property	0		0	F	(112,969)	0		0	F	
Depreciation	(1,949,108)		(1,949,108)	U	(12,150,749)	(14,025,856)		(14,025,856)	U	0
Surplus / (Deficit)	\$4,217,385	\$2,958,931	\$1,258,454	F	\$16,033,533	(\$3,855,336)	(\$4,626,415)	\$771,079	F	\$0

Metropolitan Transit Authority

Comparative Balance Sheets

	Month Ended January 31, 2022 (unaudited)	Month Ended June 30, 2021 (Audited)
CURRENT ASSETS		
Cash and cash equivalents	\$8,552,906	\$5,291,154
Receivables from federal, state and local government	15,920	4,232,776
Accounts receivable	4,380,226	746,944
Materials and supplies	3,318,861	2,982,464
Prepaid expense and other	1,923,338	1,420,871
Pension & OPEB Deferred Outflow	29,001,549	29,001,549
Total Current Assets	47,192,800	43,675,758
PROPERTY AND EQUIPMENT		
Land	14,733,025	14,733,025
Building, shelter and benches	110,826,837	110,514,846
Revenue equipment and parts	193,308,820	193,189,375
Office furniture and equipment	6,249,289	6,145,705
Other	12,126,229	8,729,214
	337,244,200	333,312,165
Less: Accumulated Depreciation	(180,244,306)	(166,287,998)
Total Property and equipment, net	156,999,894	167,024,167
OTHER ASSETS		
Cash and investments for self-insurance and other	731,599	350,000
TOTAL ASSETS	\$204,924,293	\$211,049,925
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$1,609,860	\$1,929,138
Accrued expenses	6,625,186	7,718,662
Deferred revenue	52,873	57,547
Note Payable	2,500,000	3,000,000
Total Current Liabilities	10,787,919	12,705,347
NON-CURRENT LIABILITIES		
Deferred Revenue	6,443,280	6,787,449
Net Pension Liability	16,130,285	16,130,285
Pension & OPEB Deferred Inflows	3,132,430	3,132,430
Net other postemployment benefits obligations	103,168,732	103,168,732
NET ASSETS		
Invested in capital assets	148,056,614	157,236,718
Reserve for capital purchases	0	0
Unrestricted	(79,321,230)	(81,038,246)
Current Year Surplus / (deficit)	(3,855,336)	(7,072,790)
Total Net Assets	64,880,048	69,125,682
TOTAL LIABILITIES AND NET ASSETS	\$204,924,293	\$211,049,925

	Current	> 30 days	> 60 Days	> 90 days	Total
Accounts Receivable	\$4,224,127	\$120,048	\$9,868	\$26,183	\$4,380,226
	96.4%	2.7%	0.2%	0.6%	100.0%
Accounts Payable	\$1,457,461	\$92,500	\$34,797	\$25,102	\$1,609,860
	90.5%	5.7%	2.2%	1.6%	100.0%

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-22-003	Meeting Date:	03/24/2022
Item Title:	External Audit Services		

BACKGROUND:

This past FY 2021 audit year fulfilled the contract terms with Crosslin to provide audit services on MTA's financial statements. In January 2022, MTA solicited bids for audit services by mailing Requests for Proposals (RFP) to 20 potential audit firms, advertising in the newspaper, and posting on the website. Inquiries were received from 5 audit firms on the project, but only two firms submitted a responsive and responsible proposal according to the terms of the RFP. After a telephone tabulation on why other firms did not comply, the reasons ranged from not wanting to adhere to our contract terms, wanting to only audit virtually and others were just not interested.

The evaluation committee met and reviewed the two responsive proposer submissions and based upon the criteria outlined in the RFP, the committee selected Crosslin to continue as MTA's external auditors.

The RFP called for the terms of the contract to be for five years. Crosslin proposed the following cost for the next five years for a total contract of \$262,000 broken down as follows:

- FY 2022 \$52,000
- FY 2023 \$52,000
- FY 2024 \$52,500
- FY 2025 \$52,500
- FY 2026 \$53,000

Thomason Financial Resources will serve as a Disadvantaged Business Enterprise (DBE) which represents approximately 15% of this contract.

Crosslin prices are fixed and comparable to the current market. Any unanticipated or additional services requested will be based on standard hourly rates.

RECOMMENDATION:

Staff recommends that the Board approve a contract with Crosslin as external auditors for Nashville MTA for a cost not to exceed \$262,000 over a term of five years.

APPROVED:

Board Secretary

March 24, 2022

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-22-004	Meeting Date:	03/24/2022
Item Title:	Acquisition of Twenty (20) Standard 40' Transit Coaches		

BACKGROUND:

Previously adopted capital plans of the Metro Transit Authority scheduled the replacement of fourteen (14) articulated buses in FY2022 and fifteen (15) standard 40' buses in FY2023. In October 2021, staff scheduled the purchase of fourteen (14) articulated buses from New Flyer Incorporated, but this acquisition was deferred for the agency to perform additional due diligence with respect to this contractor.

During the ensuing months, this due diligence was undertaken with the cooperation of the supplier, New Flyer Incorporated, and we anticipate an award recommendation in April 2022. As part of the Metro Capital Spending Plan adopted this past Fall, the Metropolitan Transit Authority was awarded two projects relative to the acquisition of heavy-duty transit coaches – an award of \$10,000,000 for replacement buses, and an award of \$2,000,000 for expansion buses to support service improvements included in the Better Bus initiative and the Metro Nashville Transportation Plan.

As has been reported in prior Board meetings, worldwide supply chain issues have been impacting various sectors that supply WeGo Public Transit with goods and services, and our aging fleet means that time is of the essence in terms of contract awards for replacement vehicles and to support future service expansion as proposed in our budget submissions to Metro Nashville. Currently, we are leading a consortium of Tennessee public transit agencies in the procurement of a contract to supply a variety of heavy-duty bus types – including zero emission vehicles – from which all consortium members will be able to purchase fleet in the next few years. Unfortunately, we do not anticipate this contract to be bid and awarded until later in 2022. Given the delay already sustained in bus acquisition, and ongoing concerns over delays in future deliveries due to global supply-chain issues; staff investigated other options for acquiring the necessary fleet more quickly.

We have identified a contract for standard 40' clean diesel transit coaches that was competitively procured following Federal regulations by Washington State on behalf of the transit operators in that state. This contract allows for the assignment of some of these vehicles to other Federal Transit Administration (FTA) grantees, and the State of Washington has agreed to assign some of the vehicles from the contract to Nashville. This process is permissible under Federal regulations for cooperative procurements and is the same method we used two years ago to acquire articulated transit buses under a contract of the Commonwealth of Virginia. The Procurement Department followed the FAST Act requirements by ensuring the State of Washington's contract that was awarded was conducted under full and open competition and is not subject to geographical preferences. Upon the Board's authorization to proceed with the procurement, WeGo's Third Party inspector, First Transit, will conduct the required Pre-Award Audit to validate that the overall bus components comply with federal requirements for a minimum 70% American Built Content and final assembly requirements, proving compliance to Buy America requirements.

If approved, fifteen (15) of these buses will replace fixed route vehicles that have previously been retired along with those that have met the end of their useful life and are no longer recommended for service. The additional five (5) would support future service expansion as outlined in the Better Bus strategy as funding from Metro allows. Authorization of this purchase will be consistent with the agency's efforts to execute a more balanced schedule for capital spending and fleet replacement. Considering lead time for production, maintenance staff anticipates delivery dates for twenty (20) vehicles in the Spring of 2023.

RECOMMENDATION:

Staff requests the Board provide the Chief Executive Officer authorization to use the Washington State contract form to procure twenty (20) standard 40' clean diesel transit coaches from Gillig Corporation at a cost of \$642,360 per bus including tools and training for a not to exceed amount of \$12,847,200.00. Fifteen (15) of these buses would replace older model buses that have exceeded their useful life as called out in the most recent MTA Capital Improvement Plan, and five (5) would expand the fleet to support future service expansion as adopted in the Better Bus service strategy and Metro Nashville Transportation Plan. This authorization is contingent upon the First Transit audit verifying that the purchase complies with all federal pre-award requirements. Funding for this purchase is available through a combination of Federal Section 5307 Formula Capital Funding and Metro Nashville Capital Spending Plan funds and has been incorporated into prior agency, Metro and regional transportation plans.



APPROVED:

Board Secretary

March 24, 2022

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

☐ Committee Discussion Item

☐ Committee Action Item

☒ Board Discussion Item

Item Number:	OF-D-22-010	Meeting Date:	03/24/2022
Item Title:	Monthly Operating Statistics		

BACKGROUND:

Attached are monthly operating statistics through January 2022. The theme for this month was the impact that the significant winter weather had on daily operations. Most notable was the sharp decrease in bus trip completion percentage. This missed service was a result of two primary factors. First, many bus operators were not able to report to work due to impassable road conditions between their homes and the Nestor bus garage. Second, a number of routes were cancelled or had services end early due to road conditions along the routes themselves.

Historically, winter weather events have also often led to declines in call answer rates in the Customer Care call center. However, this department is currently working mostly remotely, and this had an added benefit of allowing Call Center operations to continue largely uninterrupted during the winter storms.

CURRENT STATUS:

Chief Operating Officer Andy Burke will be available for specific questions regarding the Monthly Operating Statistics at the committee meeting.

APPROVED:



Deputy Chief Operating Officer

March 18, 2022

Date

Operations Dashboard Report

	January 2022	January 2021	Pct. Change	Average Monthly Goals
Ridership				
Total Passengers				
Bus	442,193	307,478	43.8%	
Access (WeGo)	15,896	13,491	17.8%	
Access (Overflow/Taxi)	2,798	3,302	-15.3%	
Access-on-Demand *	2,231	2,727	-18.2%	
Access Total	20,925	19,520	7.2%	
Total	463,118	326,998	41.6%	785,000
Percentage of Pre-Pandemic Ridership	57.3%	39.9%	17.5%	
Passengers per Revenue Hour				
Bus	11.47	9.85	16.4%	18
Access	1.52	1.48	2.7%	2.1
Total Scheduled Revenue Hours	48,986	40,326	21.5%	
Total Cost Per Scheduled Revenue Hour of Service	\$152.44	\$169.24	-9.9%	
Safety				
Miles Between Total Accidents	41,770	46,262	-9.7%	36,000
Miles Between Preventable Accidents	208,851	508,884	-59.0%	300,000
Preventable Accidents	3	1	200.0%	
Non-Preventable Accidents	12	10	20.0%	
Total Accidents	15	11	36.4%	
Service Quality				
Bus Trip Completion Percentage	96.59%	99.98%	-3.39%	99.50%
Access Trip Denials	0	0	0.0%	0
Miles Between Road Calls	7,641	6,785	12.6%	3,800
On-Time Performance				
Bus	89.3%	91.2%	-1.9%	85.0%
Access (WeGo)	91.8%	93.6%	-1.7%	89.0%
Access (Overflow/Taxi)	98.0%	97.7%	0.3%	89.0%
Access Total	92.8%	94.4%	-1.6%	89.0%
Customer Care				
Passengers Carried Per Complaint				
Bus	4,859	3,534	37.5%	6,000
Access	436	454	-4.0%	600
Total Calls Received	19,596	13,978	40.2%	
Percent of Calls Answered	94.0%	96.8%	-2.9%	95.0%

* "Access on Demand service began March 2018"

Operations Dashboard Report

	FY2022 January	FY2021 January	Pct. Change	Average Monthly Goals
Ridership				
Total Passengers				
Bus	3,318,574	2,376,758	39.6%	
Access (WeGo)	126,310	96,093	31.4%	
Access (Overflow/Taxi)	27,581	24,348	13.3%	
Access-on-Demand *	18,486	21,218	-12.9%	
Access Total	172,377	141,659	21.7%	
Total	3,490,951	2,518,417	38.6%	5,495,000
Percentage of Pre-Pandemic Ridership	60.4%	43.2%	17.1%	
Passengers per Revenue Hour				
Bus	12.54	10.72	17.0%	18
Access	1.66	1.49	11.4%	2.1
Total Scheduled Revenue Hours	340,844	286,230	19.1%	
Total Cost Per Scheduled Revenue Hour of Service	\$138.83	\$160.06	-13.3%	
Safety				
Miles Between Total Accidents	39,747	53,690	-26.0%	36,000
Miles Between Preventable Accidents	291,475	513,886	-43.3%	300,000
Preventable Accidents	15	7	114.3%	
Non-Preventable Accidents	95	60	58.3%	
Total Accidents	110	67	64.2%	
Service Quality				
Bus Trip Completion Percentage	99.4%	99.7%	-0.3%	99.5%
Access Trip Denials	0	0	0.0%	0
Miles Between Road Calls	6,973	4,803	45.2%	3,800
On-Time Performance				
Bus	88.5%	90.7%	-2.1%	85.0%
Access (WeGo)	91.8%	93.4%	-1.5%	89.0%
Access (Overflow/Taxi)	98.1%	97.6%	0.5%	89.0%
Access Total	93.0%	94.2%	-1.2%	89.0%
Customer Care				
Passengers Carried Per Complaint				
Bus	4,185	3,333	25.5%	6,000
Access	417	482	-13.4%	600
Total Calls Received	135,349	98,169	37.9%	
Percent of Calls Answered	94.8%	96.6%	-1.8%	95.0%

* "Access on Demand service began March 2018"

Operations Dashboard Glossary

Metric	Definitions
Ridership	
Total Passengers	
Bus	Total fixed route passenger boardings on all WeGo operated services
Access (WeGo)	Total paratransit passenger boardings on WeGo vehicles
Access (Overflow/Taxi)	Total paratransit passenger boardings on third-party service providers
Access on Demand	Total paratransit passenger boardings on Access-on-Demand service by third-party providers
Access Total	Total paratransit boardings (WeGo vehicles and third-party service providers, includes Access-on Demand ridership)
Passengers per Revenue Hour	
Bus	Total fixed route passenger boardings divided by total scheduled fixed route revenue vehicle hours.
Access	Total paratransit boardings on WeGo vans divided by total scheduled paratransit revenue vehicle hours.
Total Scheduled Revenue Hours	Total fixed route and paratransit scheduled revenue vehicle hours. Note: Revenue vehicle hours are total vehicle in-service hours excluding vehicle travel from the garage to the first timepoint (or pickup for paratransit) and from the last timepoint (or pickup) to the garage.
Total Cost Per Scheduled Revenue Hour of Service	Total fully allocated cost to deliver service divided by the total scheduled revenue hours.
Safety	
Miles Between Total Accidents	Total number of miles travelled by all WeGo revenue vehicles (fixed route and paratransit) divided by the total number of accidents.
Miles Between Preventable Accidents	Total number of miles travelled by all WeGo revenue vehicles (fixed route and paratransit) divided by the total number of preventable accidents.
Preventable Accidents	A motor vehicle collision, in which the Operator did not do everything reasonable to avoid a collision, committed an error or failed to react to the errors of others.
Non-Preventable Accidents	A motor vehicle collision in which the Operator committed no driving error and reacted reasonably to the errors of others.
Internal Accidents	A motor vehicle collision that occurs on Nestor or Myatt yard.
External Accidents	A motor vehicle collision that occurs outside of Nestor or Myatt yard.

Operations Dashboard Glossary

Metric	Definitions
Service Quality	
Bus Trip Completion Percentage	Percentage of one-way fixed route revenue trips completed versus scheduled.
Access Trip Denials	Total number of paratransit trips that cannot be scheduled within one hour before or after the customer's requested pick-up time.
Miles Between Road Calls	Any mechanical failure, excluding farebox and accidents. Bus and Access metrics will be reported separately.
On-Time Performance	
Bus	Percentage of total scheduled fixed route timepoint departures occurring between 59 seconds early and 5 minutes 59 seconds late.
Access (WeGo & Taxi/Overflow)	Percentage of total trips where vehicle arrives no later than 59 seconds outside of the scheduled pick-up window.
Customer Care	
Passengers Carried Per Complaint	
Bus	Total fixed route passengers divided by total fixed route customer complaints.
Access	Total paratransit (WeGo and third-party service providers) passengers divided by total paratransit customer complaints.
Total Calls Received	Percentage of calls received that were answered. Unanswered calls are calls that are lost for any reason once in the customer call phone queue.
Percent of Calls Answered	

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

List of upcoming procurement projects

Meeting Date: 03/24/2022

Project Name: ITB – Bus Stop Improvements for Harding Place and Tampa Drive ***

- Brief Description: The project seeks a contractor to improve the sidewalks and add a transit boarding platform
- Anticipated Publish Date: March 2022
- Estimated Project Value: \$150,000 - \$160,000
- ***Potential Small, Minority and Woman-Owned Business participation (70+ certified vendors)

Project Name: ITB – Bus Stop Improvements at Murfreesboro Pike and Millwood ***

- Brief Description: The project seeks a contractor to build a shared cycle track transit stop
- Anticipated Publish Date: March 2022
- Estimated Project Value: \$150,000 - \$170,000
- ***Potential Small, Minority and Woman-Owned Business participation (70+ certified vendors)

Project Name: Real Estate Services

- Brief Description: This project is to engage real estate professional services to assist in the location of properties for the easement, lease, or purchase for future transit centers, park and ride lots, or other facilities
- Anticipated Publish Date: March 2022
- Estimated Project Value: \$200,000 - \$250,000 annually

Project Name: Strategic Fuel Sourcing

- Brief Description: Long-term agreement for the fleet supply and delivery
- Anticipated Publish Date: April 2022
- Estimated Project Value: \$3,000,000 - \$4,000,000

Project Name: RFQ for Task Order Based Capital Program Support Services***

- Brief Description: This qualifications-based solicitation for capital program support services will result in multiple contract awards for firms to provide architectural, engineering, and construction-related engineering and inspection services on a task order basis.
- Anticipated Publish Date April 2022
- Estimated Individual Contract Value: \$1,000,000 - \$3,000,000
- ***Potential Small, Minority and Woman-Owned Business participation per task order

Project Name: RFP Escalator Modernization (Rebuild) / Elevator & Escalator Maintenance

- Brief Description: The project seeks a contractor to provide an escalator modernization rebuild solution and to provide ongoing maintenance, repair, and related services for full-service elevators, escalators, and chair/platform lifts.
- Anticipated Publish Date: May 2022
- Estimated Project Value: \$675,000 - \$1,000,000 for escalator modernization and \$200,000 - \$250,000 per year for ongoing maintenance of all elevators and escalators at WeGo facilities

Project Name: ITB - Nestor Sewer Modernization***

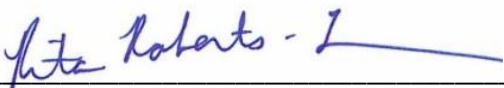
- Brief Description: The project seeks a specialty contractor to stabilize and abandon an existing 48" sewer line running under the Nestor facility and permanently remediate the existing sinkhole. A second contract will be solicited to install a new sewer line to service the building.
- Anticipated Publish Date: May 2022
- Estimated Total Project Value: \$750,000 - \$1,000,000
- ***Potential Small, Minority and Woman-Owned Business participation (40 certified vendors)

CURRENT STATUS:

Pursuant to earlier Board discussion, staff will provide a rolling list of upcoming procurements to the Board on a monthly basis. Staff requests members make them aware of any potentially interested suppliers for planned procurement activity.

Unless there are questions of staff, no discussion is planned at the meeting. This material is provided for information only.

APPROVED:



Chief Administrative Officer

March 18, 2022

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-22-005	Meeting Date:	03/24/2022
Item Title:	Clarksville Pike - Greater St. John Missionary Baptist Church Lease Agreement		

BACKGROUND:

As discussed at the Board's January 27, 2022, meeting, the North Nashville Transit Center and associated improvements consist of four distinct capital project efforts with separate funding sources and project budgets. Together, these efforts provide not only the long-term real estate and infrastructure for the facility but also extend beyond the transit center property to improve multimodal connectivity. The four capital projects tied to the North Nashville Transit Center include:

- Long term ground leases for the facility and a companion station in the outbound direction on Clarksville pike,
- The site preparation, design, and construction of the transit center facility,
- Enhanced on-street stations along Clarksville Pike to provide a real-world laboratory environment for bus rapid transit level platform boarding concepts, and
- Neighboring pedestrian improvements to connect the neighborhood to the transit center facility.

As part of these capital improvements, WeGo has been in discussions with Greater St. John Missionary Baptist Church regarding a ground lease for approximately 0.20 acres along Clarksville Pike to facilitate construction of an on-street outbound station complimentary to the transit center. Lease payments for this property would be adopted annually in the organization's capital budget and are eligible for funding through most of the Authority's typical capital project funding sources.

In accordance with Federal Transit Administration (FTA) regulations, the property was duly appraised and the reported fair market value of \$17,500 per year was approved by the agency. Staff along with MTA legal counsel have been in negotiations for several months with the property owner, and have agreed upon the following terms:

Landlord: Greater St. John Missionary Baptist Church

Tenant: Metropolitan Government of Nashville and Davidson County, Tennessee, as Property of and for the Benefit of the Metropolitan Transit Authority d/b/a WeGo

Premises: A portion of the property located at 2200 26th Avenue North
Nashville, TN 37208

Acreage: 7,500 square feet or 0.17 +/- acre

Term: Initial Term: Fifty (50) years

Options: Two (2) consecutive periods of ten (10) years each

Rent: The Rent shall be \$17,500.00 per year due as an annual lump sum on the 1st of April each year for the first 10 years. Rent will increase by 15% at the end of each ten-year period including any renewal terms as follows:

<u>Years:</u>	<u>Annual Rent:</u>
1-10	\$17,500.00
11-20	\$20,125.00
21-30	\$23,143.075
31-40	\$26,615.31
41-50	\$30,607.61
51-60	\$35,198.75
61-70	\$40,478.56

Use: The Premises shall be used as a transit facility and related uses.

Other Terms: Tenant will relocate the sign currently located on the Premises at Tenant's expense.

We believe this property is extremely advantageous to advance our services to the community and would like to move forward with executing the ground lease for purposes of beginning necessary due diligence activities, with frequent status updates to the Board.

RECOMMENDATION:

Staff recommends the Board give the Chief Executive Officer the authority to enter into a lease agreement with Greater St. John Missionary Baptist Church under the general terms as outlined above.

APPROVED:

Board Secretary

March 24, 2022
Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

☐ Committee Discussion Item

☐ Committee Action Item

☒ Board Discussion Item

Item Number:	NICE-D-22-014	Meeting Date:	03/24/2022
Item Title:	Improving Stops Through Development		

BACKGROUND:

In 2018, WeGo Public Transit adopted new Transit Design Guidelines to help direct the design and placement of transit stops across the city. This document established clear standards that reflected the agency's commitment to accessible, safe, and comfortable transit facilities. Since then, agency staff has put these guidelines into practice through the construction of new and improved transit stops including those on Nolensville Pike. This work continues with recent capital spending plan funding that is being used to add/expand nearly 100 shelters across the WeGo system as a part of the Better Bus Plan. The staff has also coordinated with Metro Planning and the Nashville Department of Transportation & Multimodal Infrastructure (NDOT) to see that these guidelines are adopted and used in city projects. Private development offers another opportunity to bring bus stops up to the standards outlined in our Design Guidelines.

Over the past 10 years, Nashville's population has grown by nearly 90,000 people (14%), and that growth shows no signs of slowing. Accompanying that growth is a large amount of new construction including apartments, office buildings, retail centers, and more. These private developments must often provide investments in transportation infrastructure in the form of street, intersection, and sidewalk improvements. Historically, transit stops have not consistently been incorporated into these infrastructure improvements. Over the past three years, WeGo staff have worked with Metro Planning and NDOT to integrate WeGo into development review processes and identify opportunities to include transit stop improvements with private development.

CURRENT STATUS:

Senior Transit Planner, Justin Cole will present an overview of WeGo's involvement in the development review process, including examples of current and future transit stop improvements accompanying new developments across the city. The presentation will also highlight ongoing challenges and barriers to incorporating transit stop improvements with development.

APPROVED:



Chief Development Officer

March 18, 2022

Date